

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



AIR FORCE INSTRUCTION 36-1203

341ST SPACE WING

Supplement 1

19 JULY 2004

Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-1203, *Administrative Grievance System*, dated 1 May 1996. This supplement applies to all appropriated fund civilian employees assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Upon receipt of this integrated supplement, discard the Air Force basic publication. Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN37-123, *Management of Records* and disposed of as indicated in the Record Disposition Schedule available in WebRIMS.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The revision of this publication is to provide additional guidance concerning local procedural options.

11.7.1. (Added) A grievance decision under para 3 and para 11.4 of this instruction which involves suspensions of 14 days or less, or those based upon allegations of harassment or reprisal for having filed a grievance or appeal under this AFI which do not grant the relief sought will be submitted to a deciding official at a higher organizational level than the official who made the initial decision.

11.7.2. (Added) Grievances not identified in para **11.7.1. (Added)** of this supplement may be submitted to a deciding official at a higher organizational level than the official who made the initial decision if the deciding official approves. Furloughs of less than 30 days fall in this category.

11.7.3. (Added) Decisions of a deciding official at a higher organizational level than the official who made the initial decision are final within the administrative process.

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